

Preventive Maintenance Checklist for Elevators **EL-03** Report Form



TBILISI MALL

Performed By:	Periodicity: Quarterly
Unit ID:	Performing duration:
Unit Serial No:	Date of service:

N	Performance Description	Technical Requirement	Check	Notes/Remarks
1. Preparation works				
1.1	Inform appropriate persons regarding elevator stop and make remarks in log	Tools and PPE should be chosen properly, for this type of works.	<input type="checkbox"/>	
1.2	Prepare proper Tools and PPE		<input type="checkbox"/>	
2. Checking units on basic level				
2.1	Make sure there is a light on basic level		<input type="checkbox"/>	
2.2	Hang the label "Elevator out of order", with indicating the times -start and finish		<input type="checkbox"/>	
2.3	Make sure all info labels are on the place		<input type="checkbox"/>	
2.4	Check call knobs for proper connection	Knobs shouldn't be damaged and post should be responding	<input type="checkbox"/>	
2.5	Check the Shaft doors of elevators	Shouldn't be visual damages	<input type="checkbox"/>	
2.6	Check the gaps between Shaft doors and frames.	It should be between 2-5 mm	<input type="checkbox"/>	
2.9	Check display condition	No damages.	<input type="checkbox"/>	
3. Check the Elevator Cabin				
3.1	Check cabin for damages and right operation of COP panel. Walls, doors, lights, handrails, floors and glasses if applicable.	No damages. Absence of lights is not allowed.	<input type="checkbox"/>	
3.2	Check the gap between Cabin door bottom and floor	It should be between 5+/- 1 mm	<input type="checkbox"/>	
3.3	Check call contact to the dispatcher.	Absent of contact is restricted	<input type="checkbox"/>	

3.4	Check operation of door reverse device	When doors are closing, put something in door opening and doors should be open instantly.	<input type="checkbox"/>	
4. Motion of The Cabin on levels				
4.1	Start the cabin by pressing the order buttons on the each floor and make sure the COP panel operates correctly and traveling is comfort	The cabin should come to that floor, where it was requested. When driving, it should not be jerks and increased noise	<input type="checkbox"/>	
4.2	Check cabin floor alignment to the each level floors.	It should be between +/-5 mm	<input type="checkbox"/>	
4.3	Check serviceability door locks and contacts of the cabin Door. After clicking on one of the level buttons, when the cabin comes in move, try to open the cabin door	When you try to unclasp doors, they do not should be opened, and the cab should not stop.	<input type="checkbox"/>	
4.4	Check the condition of the door leads of the Shaft, the calling posts and the regulated gaps on each floor in accordance with cl. 2.4-2.8		<input type="checkbox"/>	
5. Checking the condition of the equipment of the upper floor and equipment located in the upper				
5.1 Preparing for observation				
5.1.1	Checking the emergency- inspection operation panel	Panel status and LED test	<input type="checkbox"/>	
5.1.2	Install the cabin on the upper floor, for access to the roof of the cabin	Access procedures for cab roof	<input type="checkbox"/>	
5.1.3	Cut the Elevator power	The shutdown procedure and provide Lockout/Tag out procedures.	<input type="checkbox"/>	
5.1.4	Clear Controller and the control panel from dust	The presence of dirt and dust is not allowed	<input type="checkbox"/>	
5.5 Checking the operation of the winch				
5.5.1	Produce a trial start of the elevator in one and another direction in mode "Manage from machine room "		<input type="checkbox"/>	
5.5.2	Check working of winches	The winch should work smoothly without vibration and strikes	<input type="checkbox"/>	
6. Checking the cab roof equipment from the floor area				
6.5 Checking the door drive equipment				
6.5.7	Perform an inspection and check the action of the contact of cabin door		<input type="checkbox"/>	
6.6 Checking the condition of the upper beam of the mine door				

6.6.5	Check working of shaft door lock contact	When exposed to unlocking roller The doors of the shaft and when you press the buttons on the roof cabin, cabin is not comes into motion	<input type="checkbox"/>	
12. Check elevator for operation			<input type="checkbox"/>	
13. To remove the poster "Elevator on repair". Record in the log book about the current repair and return the Elevator in operation.			<input type="checkbox"/>	

Safety procedures:

1. Lockout/tagout the unit electrical, flammable and mechanical source;

გამოერთოს და ჩაიკეტოს ყველა ელექტრო, აალებადი და მექანიკური მიწოდებები;

2. Use proper **PPE** (Personal Protective Equipment): Gloves, Goggles, helmet, Safety boots, safety bel for work higher than 1.8m, Noise protection earplugs.

გამოყენებული უნდა იქნას სათანადო **პდს** (პერსონალური დაცვის საშუალებები): ხელთათმანები, დამცავი სათვალეები, ჩაფხუტი, დაცული ფეხსაცმელი, უსაფრთხოების ქამრები 1.8მ-ზე მაღალ სიმაღლეებზე მუშაობისას, ხმაურის საწინააღმდეგო ყურსაცობი.

3. Make sure maintained area floor is not slippery.

სამუშაო ადგილზე იატაკი არ უნდა იყოს სრიალა

4. Use special protective equipment for hard to access and confined spaces work locations. Decided by safety manager;

გამოყენებული უნდა იყოს სპეციალური **პდს** (პერსონალური დაცვის საშუალებები) ძნელად შესაღწევ და შეზრუდულ არეაში მუშაობის დროს. გადაწყვეტილება მიიღება შრომის უსაფრთხოების მენეჯერის მიერ.

5. Make sure all tools are in proper condition.

დარწმუნდით, რომ ყველა ინსტრუმენტი კარგ კონდიციაშია

6. Use proper PPE for work locations by thermal and combustion air.

გამოყენებული უნდა იქნას სათანადო პდს (პერსონალური დაცვის საშუალებები) სადაც ხდება თერმიული პროცესები.

Tools and equipment

1. Mechanical set of tools; /მექანიკური ინსტრუმენტების ნაკრები.

2. Cleaning rags and solutions; /საწმენდი ნაჭრები და საშუალებები

3. Vacuum cleaner; /მტვერსასრუტი

4. Proper size ladder (if need); კიბე (თუ საჭიროებაა)

5. Power Tester; დენის ტესტერი

6. Lubricants; საპოხი მასალები

7. Gaps measuring tool; ღრეჩოების საზომი

8. Analyzing tool; ანალიზატორი

Repair works to be performed/ საჭირო სარემონტო სამუშაოების ჩამონათვალი :

1)

Vertical Transport Engineer : Paata Pataridze

Performer
